



**AIR COMMAND AND STAFF COLLEGE  
AY-2005  
STUDENT GUIDE**

**27 February 2004**

**Air Command and Staff College :: 225 Chennault Circle :: Maxwell Air Force Base, AL 36112**

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**There is nothing so likely to produce peace as to be well prepared to meet an enemy.  
– George Washington**

## INTRODUCTION

<b>What This Handbook Is All About</b>
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Welcome to Air Command and Staff College (ACSC)! We're sure you have many questions about your upcoming PCS to Maxwell and the Montgomery area. What time should I report? What preparations should I make? What is the ACSC program about? This handbook provides "everything you always wanted to know about ACSC, but didn't know who to ask." Included are telephone numbers for getting answers to most of your questions. If all else fails, call Lt Col Noel Zamot, our 21<sup>st</sup> Student Squadron Commander at DSN 493-3277, Commercial (334) 953-3277, or E-mail [noel.zamot@maxwell.af.mil](mailto:noel.zamot@maxwell.af.mil). Bottom line—we know you have a lot of questions, and we are in the business of supplying answers.

**(WARNING: This handbook is of limited value if not read.)**

## Chapter One

### Your College ... ACSC

Lots of information hits you quickly when you first arrive—but it does fall into place once you get into the program. This handbook gives you a preview of what ACSC is all about, including the mission and goals, curriculum, class schedules, and some administrative details. Of course, there will be changes—after all, flexibility is the key to success.

#### Organization

The ACSC class has 44 seminars with 12-14 students in each seminar.

#### Mission

A world-class team educating midcareer officers to lead in developing, employing, commanding, and supporting air and space power across the spectrum of service, joint, and combined operations.

#### Goals

- Encourage the development of higher order of thinking by challenging students to think critically and exercise a combination of analytical and practical tools required as leaders charged with the nation's defense.
- Educate in the profession of arms with emphasis on the use of air and space power in joint campaign planning and the operational art of war.
- Facilitate the air and space minded thinking of students.
- Develop and enhance abilities for higher-level command and staff responsibilities.
- Enhance students' abilities to think critically about operational air and space concepts in a dynamic international environment.
- Broaden students' understanding of the nature of conflict and current and future threats to the United States and its allies.
- Develop and enhance students' abilities to plan and execute the joint campaign planning process and air and space operations to support the joint force commander

## Curriculum

The ACSC curriculum is revised annually. Information regarding the current curriculum is posted on the ACSC website.

### Master of Military Operational Art and Science Degree

In 1999 Congress granted the Air University (AU) commander authority to confer the degree of Master of Military Operations Art and Science upon graduates of ACSC who complete the educational program prescribed for that degree. To be admitted to the master's degree program, an individual must be selected for the ACSC resident program and *either* hold a qualifying undergraduate degree (US bachelor's degree or equivalent) *or* meet admission requirements through the portfolio admission process described in the AU Catalog. Additionally, international students seeking admission to the master's degree program and whose primary language is not English are required to take the Test of English as a Foreign Language (TOEFL) and demonstrate English language proficiency.

The AU Registrar verifies bachelor's degrees for all Air Force officers selected to attend ACSC (including Guard and Reserve officers) through the Personnel Data System. **Sister service officers and civilians selected to attend ACSC must submit, to the AU Registrar, official undergraduate transcripts of credit earned from all educational institutions previously attended.** The AU Registrar may be reached at (334) 953-4827/8128 or DSN 493-4827/8128. The mailing address is:

Air University Registrar  
60 Shumacher Street  
Maxwell AFB AL 36112-6337  
USA

To earn the award of the master's degree, ACSC students must complete the prescribed degree program with an overall grade point average of 3.0 on a 4.0 scale. Individuals selected for the ACSC resident program who do not *either* hold a qualifying undergraduate degree (US bachelor's degree or equivalent) *or* meet admission requirements through the portfolio admission process, may complete the resident program as nonmaster's degree students. Nonmaster's degree students who complete the resident program with an overall grade point average of 2.75 on a 4.0 scale will be awarded the ACSC diploma in lieu of the master's degree.

### School of Advanced Air and Space Studies

The School of Advanced Air and Space Studies (SAASS) is a follow-on course for Intermediate Developmental Education graduates. SAASS conducts a yearlong, graduate-level course in airpower strategy, thought, and operations aimed at educating airpower strategists and strategic thinkers and leading to the award of a master's of art degree in Airpower Art and Science. More details about SAASS, as well as an opportunity to apply, are offered to ACSC students early in the academic year.

### Student Operations

**Command and Staff (COMSTAFF) Council**—The ACSC student body is represented by an executive body of students known as the COMSTAFF. The senior 50 AF officers will arrive at ACSC

2 weeks earlier than the rest of the student body. Forty-four officers will be seminar leaders (SL). The remaining six will hold other key student leadership positions. The Class President and Vice President positions are appointed by the Commandant. Other COMSTAFF members holding functional positions are chosen from among, and by, the 50 senior AF students. Other COMSTAFF members include the student division leaders from each of the four divisions; the senior officer from the Army, Sea Service, and Air Reserve component; the senior international officer; and the senior civilian. Finally, points of contact for special projects, yearbook, and public affairs are added to the membership as needed. The COMSTAFF is responsible for organizing class events and activities throughout the school year to include the graduation ball. The COMSTAFF also acts as the class representative to the ACSC faculty and staff and is charged with advocating issues raised by students during the academic year.

**Seminars**—You are assigned to a seminar consisting of about 12-14 AF, sister service, international officers, and civilians. We make seminar assignments after considering several factors such as rating and Air Force Specialty Code (AFSC). The senior AF officer in each seminar is normally the SL for the first semester. The SL is responsible for day-to-day seminar administration and is assisted by all other seminar members.

**Faculty Members**—ACSC faculty members are highly motivated and talented civilians and field grade officers. Officers are selectively chosen from a cross section of AF and sister service specialties. Some are selected from ACSC graduating classes.

### **Miscellaneous Information**

**Social Activities**—There are a number of social activities during the school year, both formal and informal. The COMSTAFF social representative coordinates the schoolwide social events that range from major festivals to casual cookouts. Informal social activities are scheduled throughout the year at the discretion of the respective seminars. The graduation ball requires formal dress or equivalent (as do other events throughout the year).

**Spouses' Program**—This voluntary program is designed to familiarize student spouses with the curriculum, organization, and operation of ACSC and to provide them with the opportunity to participate in many activities throughout the year. An important event at the beginning of the year is Trade Day, where students stay at home and spouses come to school. It is a special day of activities and curriculum just for spouses of students. Over 350 spouses usually attend Trade Day; it's a great opportunity to meet people and learn more about ACSC.

**Warrior-Scholar and Wellness Programs**—In addition to academics, we encourage participation in all sports activities. Your seminar will participate in a social sports activity arranged as part of a *competitive sports program* coordinated through your seminar athletic officer. Examples of the competitive activities are slow-pitch softball, volleyball, and bowling. These programs provide recreation, encourage teamwork, and allow a break from academics. ACSC also competes in the base intramural program in both individual and team sports. Your seminar will also participate in the ACSC Warrior-Scholar and Wellness programs. These programs are based on exercise, education, and evaluation. Experts will lecture on various health, wellness, and fitness topics such as cardiovascular health, fitness, stress, and nutrition. Along with the annual fitness test, individuals are encouraged to participate in regular exercise programs and voluntarily test for cholesterol levels,

blood pressure, body fat, etc. Individuals should leave ACSC at a fitness level compatible with the high standards expected of, and needed by, professional military personnel.

**AF Members Only**—You must meet weight and body fat standards immediately upon your arrival and throughout the year. You must also meet AF fitness requirements. You will be tested, if you have not completed your test within the calendar year. Bring a copy of your individual scores to in-processing. If you're not physically fit, you should start an exercise program now.

**Leave Policy**—Due to the nature of this assignment, ordinary leave is approved only during fall and winter breaks. Emergency leave is granted throughout the school year. We encourage you to use enough leave prior to arrival to ensure leave is not lost. You can expect a 4-day break (including the weekend) in the fall and 2 weeks in the winter.

**Flying**—Because all rated officers are placed on aviation service code "L," all flying requirements are waived; however, you still have to comply with annual flight physical requirements. It is your responsibility to schedule flight physicals. The clinic does not notify you. It is also your responsibility to turn in flight records during in-processing. Failure to comply could result in loss of flight pay.

**Retention of Flight Gear**—Keep your flight gear! Rated personnel going PCS to attend PME should not turn in flight gear. We still have students being told they must turn in their flight gear before departing their duty station. In most instances, this means the required items are not available when needed.

**Computers**—You will be issued a Notebook computer (Microsoft Windows compatible) for use during the academic year. If you are not already "computer literate," your studies and research at ACSC afford you an excellent opportunity to become conversant with what computers and multimedia technology can do for you. In addition to your Notebook, each seminar room is equipped with a desktop computer system, printer and 42" plasma screen monitor for use in your presentations and instruction. Standard software available on all computers includes Windows and Office (to include Word, PowerPoint, Access, and Excel). Also, each laptop system is Internet ready with Microsoft's Internet Explorer software. In addition, some one-of-a-kind computers and several multimedia workstations are also available for your use. If you would like more information, call our Technology section at DSN 493-5681/6937 or (334) 953-5681/6937.

**Mail Delivery**—If you do not have a permanent mailing address in Montgomery before arrival, use the following address for temporary mail service. **Be sure to check with the postal service center when you arrive. They will hold mail for 10 days after in-processing.**

Name, Rank, SSAN  
550 East Maxwell Blvd  
PSC #1 Box 3000  
Maxwell AFB AL 36112-5000

Please indicate in the lower left corner of the envelope: ACSC INCOMING STUDENT, PLEASE HOLD. **Do not have mail sent directly to ACSC.**

**Duty Phone**—The ACSC student locator number is (334) 953-6494 or DSN 493-6494. This is a temporary duty phone. Once you have been assigned a seminar, your seminar phone number will become your permanent duty phone number.

**Special Interest Youth Groups**—Maxwell AFB and Gunter Annex provide a variety of interesting activities for youth 5- to 18-year olds, ranging from scouting and sports to dance and gymnastics. Additionally, they have a school safety patrol and Security Police Explorer Post. These programs provide opportunities to become actively involved in community relations projects according to age groups. For further information, call DSN 493-6292 or (334) 953-6292 for Maxwell and DSN 596-3316 or (334) 416-3316 for Gunter Annex. Both Maxwell AFB and Gunter Annex have active scouting groups for boys and girls. For additional information, call (334) 262-2697 or stop by the Maxwell Youth Center, Bldg 1 or the Gunter Youth Center, Bldg 1863.

**Hospital Services**—The Family Practice Clinic is the initial point of contact for the medical treatment of all nonflying ACSC students and family members. The following clinics may be contacted directly to schedule routine appointments:

Family Practice	953-3368
Pediatrics	953-6058

**Sick Call** by appointment. Active duty personnel will call the following numbers to schedule an early morning appointment: Sick Call 953-1012 from 0600-0645 or Flight Medicine Clinic 953-7835 from 0645-0700. After 0645, call 953-3368 for a scheduled appointment. Active duty members will be allowed to stay home until the appointment time.

**Routine Appointments** can be made by calling 953-5497.

a. **Classmembers on Flying Status**—Located in Building 760, Maxwell Ambulatory Health Care Center (main hospital), the Flight Surgeon's Office (FSO) offers comprehensive medical care for all students on flying status (active and inactive) and their family members from age 13 and up.

**Physical Examinations/Flight Medicine** (flyers only) can be scheduled by calling 953-7835/7836. Exams should be scheduled **3 months** prior to your birth month. Those on waivers should contact Physical Exams **6 months** prior to birth date.

**Medical Records and Visits to Other Clinics**—While records of family members are maintained by the Outpatient Records Section located in the main clinic, Flight Medicine maintains records of the active duty flyers. Flyers are required to be cleared by a flight surgeon the same day they visit another clinic. To avoid any confusion of status after visiting another clinic, please bring your medical records directly to Flight Medicine before you depart the hospital.

b. **Dental Services**—Active duty members are authorized all services offered by the Dental Clinic; however, your length of assignment at Maxwell AFB may prohibit the initiation of long-term, complex dental treatment. Dental sick call is offered at 0700 and 1200 on normal duty days. No appointment is necessary. Commanders are kept apprised of *broken* appointments and short-notice



cancellations. A broken appointment occurs when the patient fails to show at the appointed time or cancels within 24 hours of the appointment. If you cannot make your scheduled appointment, please cancel at least 24 hours in advance by calling the appointment number, 953-7821/7822.

c. **Pharmacy Services**—Pharmacy services are available in the main clinic at Maxwell, as well as a refill pharmacy located in the BX/Commissary plaza at Maxwell, and drive-up window at the Main Clinic.

**Bringing Your Family**—We know some of you may be wondering whether or not to bring your family. It's your decision, and you have to consider your individual situation. However, we want to make it clear that ACSC's policy is to encourage you to bring your family, and we'll do everything possible to help minimize the inconvenience of back-to-back moves.

Important factors in making this decision are the availability of on-base housing and schools for your children. There are some family housing units available on base. A Housing Referral Office package, concerning housing on and off base, is included.

A great deal of information concerning schools, shopping, entertainment, etc., is available on the ACSC homepage and links from our website. Those with access to the Internet are encouraged to visit the ACSC homepage at <http://www.acsc.maxwell.af.mil/> for updates of ACSC activities and local area information.

### Guide For Uniforms

<b>Dress</b>	<b>USAF</b>	<b>Army</b>	<b>Navy</b>	<b>USMC</b>	<b>Civilian</b>
<b>Formal</b>	Mess Dress	Army Mess Dress (Blue or White) Optional: Dress Blue or Dress White with Black Bow Tie	Seasonal Dinner Dress Blue Dinner Dress White	Evening Dress or Dress Blue and/or Blue/White A	Tuxedo (Black Tie) Ladies Formal
<b>Semi-Formal</b>	Service Dress	Class A Army Green Service Uniform with Coat and Four-in-Hand Tie	Seasonal Service Dress Blue Service Dress White Summer White	Service A	Business Suit Long Skirt/Blouse Cocktail Dress
<b>Informal (Duty Uniform)*</b>	Normally short sleeve blue shirt, open collar	Class B Army Green Service Uniform (w/o coat and tie)	Service Khaki Alternate: Summer White Winter Blue Aviation Working Green	Service "B" or "C" uniform	Dress Shirt Dress Slacks
<b>Warrior Day</b>	BDUs** Flight Suit**	BDUs** Flight Suit**	Camouflage Utility Uniform** Flight Suit Service Khaki Shipboard Overalls	Utilities** Flight Suit	Casual

**\*NOTE:** The weather dictates the need for an outer garment when these uniforms are worn.

**\*\*NOTE:** Desert BDUs/Desert Flight Suits are not authorized for wear at ACSC.

## Chapter Two

<b>WHAT YOU MUST DO!</b>
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This chapter pertains to the necessary administrative details you must accomplish **before in-processing**. Enclosed are forms that require your immediate attention. Please meet the suspenses and follow the directions for completing these forms. So take a few minutes **now** and complete your “first homework assignment.”

**A NOTE to our Army, Navy, Marine, Air National Guard, Civilian, and Reserve personnel: Some of the information in this chapter may not fit your particular situation. Please contact your liaison office:**

**Army Advisor: COL Ben Williams or Ms. Veronica Mumpfield at DSN 493-2226**

**Navy Advisor: CDR Richard Payne or YN1(SW) Chuck Arabie at DSN 493-6153**

**Marine Advisor: LtCol Mike McGuire, DSN 493-6592**

**Civilian Advisor: Dr. Glen Spivey, DSN 493-5613**

**ARC Advisor: Lt Col Marcia Watkins, DSN 493-3021**

**The following are MANDATORY:**

**Top Secret/SCI Access Clearance Required**—Some ACSC lectures are presented at the Top Secret Sensitive Compartmented Information (SCI) level. You are required to have a Top Secret clearance based on a current Single Scope Background Investigation (SSBI). A Periodic Reinvestigation (PR) is required if your SSBI is over 5 years. If you are currently indoctrinated for SCI, contact your Special Security Office (SSO) to transfer your SCI access to SSO AU. **Direct security questions to ACSC/CVS, 225 Chennault Circle, Maxwell AFB AL 36112-6426, DSN 493-2712 or (334) 953-2712.**

## Some Suggestions Before Departing

- Check your orders immediately upon receipt. If they do not have dates specified as “Report NET and NLT” (Not earlier than and not later than), get amendments from your Military Personnel Flight (MPF) before departing your current duty station.
- Coordinate with your departing MPF for authorization to report early to the schoolhouse, if circumstances warrant this requirement.
- If your family remains at your last duty station and you are planning to receive BAH at that location it is imperative that you have orders in hand that specifically addresses and authorizes this entitlement. Orders should state the following remarks.

*Limited PCS entitlements member is not authorized shipment of household goods. Member has voluntarily agreed to shipment of unaccompanied baggage weight allowance only. This includes professional books, paper, and equipment.*

*(A letter signed by the HQ USAF/DPPC specifically authorizing waiver for permanent change of station in order to retain dependent rate BAH, is also required.)*

- If you’re coming from a CONUS location, you may be entitled to a maximum of 10 days Temporary Lodging Expense (TLE). This is payable in the vicinity of your old or new permanent duty station only. If you are coming from an overseas location, you may be entitled to a maximum of 10 days CONUS TLE.
- If you’re coming from an overseas location, you may be entitled to temporary lodging allowances (TLA) in the overseas location up to 60 days. Check with your Financial Services Office (FSO) to process TLA paperwork and/or receive payment before departing your duty station. Processing your TLA at the Maxwell FM office may be delayed, if we don’t have all of the correct documentation and required signatures.
- If you’re vacating military family housing, be sure to receive a SIGNED copy of the AF Form 594 from your departing housing office. If Basic Allowance for Housing (BAH) was not initiated from your departing base, the Maxwell FM office will be able assist you in starting this entitlement. Our office will require the AF Form 594 from your losing base.
- Please have your financial Institution complete a SF1199A Direct Deposit Form. Finance will collect this form during the mass in-processing, allowing Finance to update your local travel account record.
- All hardcopy Leave and Earnings Statements (LES) will be temporarily suspended once you depart your losing station. We suggest the use of MyPay to review your LES. The address is <https://mypay.dfas.mil/mypay.asp>
- If you have to pick up or drop off your POV, it is imperative to retain your DD Form 788 for travel claim processing.

### DIRECTIONS

- SECTION 1 (TO BE COMPLETED BY PAYEE)**

**SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)****SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)**

Financial institutions should refer to the GREEN BOOK for further instructions.  
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.

Reset

**DIRECTIONS**

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Reset

1199-207

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### DIRECTIONS



**BURDEN ESTIMATE STATEMENT**

The estimated average burden associated with this collection of information is 10 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property & Supply Section, Room B-101, 3700 East-West Highway, Hyattsville, MD 20782 or the Office of Management and Budget, Paperwork Reduction Project (1510-0007), Washington, D.C. 20503.

**PLEASE READ THIS CAREFULLY**

All information on this form, including the individual claim number, is required under 31 USC 3322, 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

**INFORMATION FOUND ON CHECKS**

Most of the information needed to complete boxes A, C, and F in Section 1 is printed on your government check:

- (A) Be sure that payee's name is written exactly as it appears on the check. Be sure current address is shown.
- (C) Claim numbers and suffixes are printed here on checks beneath the date for the type of payment shown here. Check the Green Book for the location of prefixes and suffixes for other types of payments.
- (F) Type of payment is printed to the left of the amount.

The diagram shows a sample check from the United States Treasury, Austin, Texas. The date is 08/31/84. The check number is 0000 415785. The amount is \$100.00. Labels A, C, and F point to the following fields: A points to the payee name and address; C points to the claim number and suffixes; F points to the type of payment.

United States Treasury 15-51  
000  
AUSTIN, TEXAS  
Check No. 0000 415785  
Month Day Year  
08 31 84  
Pay to the order of  
DOLLARS CTS  
\$100 00  
NOT NEGOTIABLE  
⑆00000518⑆ 041571926⑆

**SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS**

Joint account holders should immediately advise both the Government agency and the financial institution of the death of a beneficiary. Funds deposited after the date of death or ineligibility, except for salary payments, are to be returned to the Government agency. The Government agency will then make a determination regarding survivor rights, calculate survivor benefit payments, if any, and begin payments.

**CANCELLATION**

The agreement represented by this authorization remains in effect until cancelled by the recipient by notice to the Federal agency or by the death or legal incapacity of the recipient. Upon cancellation by the recipient, the recipient should notify the receiving financial institution that he/she is doing so.

The agreement represented by this authorization may be cancelled by the financial institution by providing the recipient a written notice 30 days in advance of the cancellation date. The recipient must immediately advise the Federal agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government agency.

**CHANGING RECEIVING FINANCIAL INSTITUTIONS**

The payee's Direct Deposit will continue to be received by the selected financial institution until the Government agency is notified by the payee that the payee wishes to change the financial institution receiving the Direct Deposit. To effect this change, the payee will complete a new SF 1199A at the newly selected financial institution. It is recommended that the payee maintain accounts at both financial institutions until the transition is complete, i.e. after the new financial institution receives the payee's Direct Deposit payment.

**FALSE STATEMENTS OR FRAUDULENT CLAIMS**

Federal law provides a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.



## Reporting and In-Processing

### **REPORTING WEEK**

During the week of 26 July – 2 August, you will be considered “available for duty” and will in-process at mass in-processing on 3 August 04. This week is YOUR time to settle into the local area, and should be used for such things as finalizing housing/TMO related issues, school registration for dependents, base/area familiarization, etc. This week is not charged as leave.

ALL AF students inbound to ACSC must report to the ACSC Orderly Room, Bldg 1402, Room 1126 upon arrival. You will be placed on leave, PTDY, or in duty status and utilized in various capacities throughout ACSC or elsewhere on Maxwell AFB. If you arrive before 26 July 2004 and your orders do not indicate ERA, you must take leave until that date. Many students take leave en route and arrive in the Montgomery area before the RNETD. If you plan to do this, **call** the ACSC Orderly Room, DSN 493-6494/7911 or (334) 953-6494/7911 and let them know how to get in touch with you once you arrive. Each year we get numerous phone calls and messages for students and can’t pass them on because we don’t know how to reach them. You are authorized to report in civilian clothes upon arrival.

### **EARLY REPORTING**

Only those whose PCS orders reflect “EARLY REPORTING AUTHORIZED” (ERA) can report before the Report Not Earlier Than Date (RNETD) of 26 July 2004 (except “first 50,” selected Air Force Officers based on DOR by HQ AFPC/DPAPE, will report on 12 July 2004). The early reporting approving authority is the 21st Student Squadron Commander, ACSC/DPD (Lt Col Noel Zamot). Send E-mail requests, with requested ERA date desired along with full justification, i.e., medical reasons, align with overseas DEROS, etc. (Requests for early reporting for strictly personal reasons cannot be approved, i.e., to avoid “burning leave.”) If E-mail is not available, you may FAX requests to DSN 493-6686 or commercial (334) 953-6686. If approved, your MPF must annotate your orders accordingly. **(Also see following paragraph on Permissive TDY (PTDY) for house hunting.)** Officers with approved ERA will sign in at the ACSC orderly room at 225 Chennault Circle, room 1126.

**Note: If you do not report to the ACSC Orderly Room, you will be charged leave for the additional period between 26 July 2004 and in-processing, 3 August 2004.**

### **HOUSE HUNTING**

If you **did not** take PTDY for house hunting prior to departing PCS from your current duty station, and have not found a place to live, you may request up to 8 days PTDY for this purpose. If applicable, you may arrive up to 8 days earlier than 26 July 2004. This **must** be approved in advance and your RNETD changed. (See above paragraph on requesting ERA.) When you arrive in the Montgomery area, report to the ACSC orderly room, room 1126, and complete an AF Form 988, Leave Request/Authorization, requesting PTDY for this purpose. PTDY for house hunting will not be approved retroactively. Again, you must come and sign in upon arriving in the local area.

All students in-process on 3 August 2004 at the Maxwell Officers’ Club. Any service issue uniform

except BDUs and flightsuits may be worn. After completing processing at the club, you will then process through the ACSC facilities and supply office for individual laptop computer issue. About 500 officers are processed on that date, so please adhere to the schedule on page 18 to ensure an orderly flow. Do not report to the Officers' Club or to ACSC for in-processing before your scheduled time.

In-processing is your only scheduled activity on 3 August. It should take less than 2 hours if you completed the required paperwork in advance. Applicable Maxwell AFB agencies such as the MPF, Security Forces (for vehicle registration), Accounting and Finance staff, and others will participate.

## In-Processing Requirements (Mandatory)

**PLEASE KEEP TO YOUR REPORTING TIME TO PRECLUDE ANY BACKUP OF FELLOW STUDENTS**

TIME	FIRST LETTER OF LAST NAME
0800	A, B, C, D, E, F, G
0900	H, I, J, K, L, M
1000	N, O, P, Q, R
1100	S, T, U, V, W, X, Y, Z

Complete (*type or print*) the following forms before arrival and handcarry through in-processing.

- **AF Form 624, Base/Unit Locator and PSC Directory**—The ACSC Orderly Room updates your new address and forwards this form to the base locator.
- **DD Form 1351-2, Travel Voucher**—**Ensure this is completed before beginning your actual in-processing.** A blank voucher is included in your welcome package.

**Besides handcarrying the forms listed above, be sure the following documents are in your possession:**

- 20 Copies of PCS orders (and amendments, if applicable).
- UPRG/Personnel Folder with signed PCS travel order.
- Health Record Group (Medical).
- Cardiovascular fitness assessment results (if completed).
- Shot Record.
- Individual Flight Record, if applicable.
- Individual Record—Education Services Program (AF Form 186).
- Two copies of nonavailability statement.
- Two copies of TLE lodging receipts.

A copy machine will be available at the O'Club on in-processing day.

**If you have any questions about in-processing, please direct them to MPF, Personnel Employment, (334) 953-6340/5940 or DSN 493-6340/5940 or ACSC/DPS, Unit Orderly Room, (334) 953-6494 or DSN 493-6494/2290.**

## In-Processing Checklist

A list of important information is included in this section. Please use this condensed checklist to make sure you're ready before entering the in-processing line.

Item	Comments
<b>Know your in-processing time</b> <b>You must be in uniform</b>	
Orders/Amendments	At Least 20 Copies
Signed PCS Travel Orders	Order verifying the time/departure of last duty station
AF Form 330	Records Transmittal/Request
UPRG/Folder	To include OPR Folder
Medical Records	Dental Records are mailed by losing MPF
Form 5 and AF Form 846 (as applicable)	Flight Record and Flight Evaluation Folder
AF Form 63	ADSC Counseling Statement (should be filed in your UPRG)
DD Form 1351-2	Travel Voucher (completed)
TLE Nonavailability Statement	2 Copies
Temporary Lodging Expense Receipts	2 Copies
AF Form 186	Education Record
Cardiovascular Fitness Assessment	Verify Current Ergometry Results

## Instructions For Completing DD Form 1351-2 (Travel Voucher)

**Items 1-15a**—Self-explanatory.

**Item 8**—Duty phone.

**Item 15b**—Use as many of these areas as necessary to show your travel. The last line of your itinerary should show arrival at Maxwell and the reason for stop is coded “MC.”

**Item 15c**—This is a two-digit alpha description of the mode of travel you used. The most common codes are: PA (private auto); GP (airplane, using an MTA); TP (airplane, using a TR); CP (airplane, purchasing your own ticket). Other codes are described on the reverse of the travel voucher.

**Item 15d**—This is a two-digit alpha description of the reason you stopped at the place you entered in Item 11. If you stopped for TDY, enter “TD.” If you stopped for leave, enter “LV.” (If you were TDY, complete the block headed “cost of lodging.”) Other codes are described on the reverse of the voucher.

**Items 15e-15f**—Self-explanatory.

**Item 16**—If you traveled by private auto, check the appropriate block that shows your status as owner, operator, or passenger.

**Item 18**—Enter descriptions and amounts actually associated with your PCS or TDY travel. Some examples are baggage tips at airports (include the number of bags), purchase of traveler’s checks, and cost of airline tickets. (**NOTE:** Do not include leave expenses.) Include the denomination of travelers checks.

**Items 19-28**—Self-explanatory.

### Required Attachments To Travel Vouchers

- 4 copies of travel orders, plus 4 copies of each amendment.
- Receipts for any reimbursable expenses, including plane tickets claimed in the amount of \$74.99 or more.
- Receipts for any lodging expenses claimed at a TDY stop. Lodging expenses must reflect the single room rate. Provide receipts for commercial lodging regardless of the amount.
- TRs or MTAs issued by TMO.
- Copy of travel advance.

**Travel Claim for Travel of Family Members (Item 12)**—If your family members traveled with you, enter their names and the birth date of each child on the face of the travel voucher. Use any available space in the itinerary area, the reimbursable expense area, or the first few lines of the computations block. If family members traveled on dates other than the dates you traveled, a separate voucher is required. You may obtain it during your in-processing. Ensure family members are listed on your orders. If not, MPF must issue amendments to include your family.



## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 9, and E.O. 9397.

**PRINCIPAL PURPOSE(S):** This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims.

**ROUTINE USE(S):** Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

**DISCLOSURE:** Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.

## PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

## INSTRUCTIONS

### ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

### REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

### ITEM 15 - ITINERARY - SYMBOLS

#### 15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

#### 15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

### ITEM 15e. LODGING COST

Enter the total cost for lodging.

### ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

## 29. REMARKS

INDICATE DATES ON WHICH LEAVE WAS TAKEN:



## ACSC & Base Parking Policies

There is adequate student parking available within a 5-minute walk of ACSC. Primary student parking is located across from the streetside entrance of ACSC, across from the Cadet Swimming Pool near the B-25 static display, and behind the JAG School, Bldg 694 (page 20).

Within certain lots there are reserved slots for specific organizations. ACSC is concerned with two parking lots—the lot located directly in front of the building and the one on the northeast side of the building between ACSC and AWC. Within these two lots, ACSC has several reserved parking spaces designated for faculty and staff.

- Brown curb-mounted sign with an office symbol or number (e.g., RESERVED CV)
  - ❖ **Assigned staff member only**
- White painted pavement marking with a number (e.g., RESERVED 53)
  - ❖ **In-phase faculty members and operations officers only**

**BOTTOM LINE:** Within these lots, any parking space without a curb sign or painted number is open for all ACSC personnel or anyone else to use.

As for the rest of the base, the parking rules are simple—if a slot is unmarked, it's fair game. If a slot is marked in any way, it is reserved.

### GENERAL RULES

- Park in any slot that is unmarked (basewide)
- If it is marked in any way, do not park there
- Do not park in any slot reserved for handicapped use
- Do not park in any ACSC "VISITOR" slot
- **Do not park along any curb, unless it is marked for parking (basewide). These are fire lanes and must be kept clear**

### PENALTIES

- Illegal parking can result in base driving privileges being suspended
- Parking will be strictly enforced by base Security Forces and by designated ACSC personnel (within our two lots)
- Penalties are: 30-day suspension of base driving privileges for offenders with three tickets within a 60-day period or five tickets within a 180-day period
- Habitual offenders run the risk of further administrative/punitive action

If you have any questions concerning ACSC or base parking policies, contact the First Sergeant, ACSC/DPS, DSN 493-2620 or Commercial (334) 953-2620.







## Information for AF Reservists and ANG

### **OUTPROCESSING FROM HOME UNIT**

- ❑ Ensure you have points of contact within the *personnel* and *finance* sections at home station (for unit guard and reservists and at ARPC for IMAs) prior to departing. This will ease working any personnel or pay issues while attending school. You will also want to find out whom you will need to contact to get any leave numbers.
- ❑ Work with your servicing MPF to credit you for all UTAs and IDTs while in attendance at ACSC on your school tour. You might be able to make them up when you return after ACSC. Check with your unit.
- ❑ All attempts should be made to complete your security classification *prior* to departing home station. A Top Secret/SCI Access Clearance is required of all US military members and should be obtained prior to leaving your home station. Have your security manager contact Ms Deb Cullins, ACSC/CVS, at DSN 493-2712 if they have any questions about this requirement.

### **SAASS**

Air University's School of Advanced Air and Space Studies is the US Air Force graduate school for airpower and space power strategists and is a highly selective, yearlong program following ACSC.

- ❑ Guard and Reserve personnel are encouraged to apply for SAASS. Applicants must submit a package within the first month of the academic year at ACSC, which will be sent to HQ AF/REP for command prescreening for Reserves and to the National Guard Bureau for Guard personnel.
- ❑ The package consists of a military resume; last eight OPRs (to include one from your recently departed duty station) and a letter in which you state your intentions on why you want to attend SAASS and your long-term goals. Additionally, the letter must state that if you are selected for and graduate from the SAASS program, you will accept a key selected Guard or Reserve position (unit, IMA, or AGR tour).
- ❑ If you are interested in applying for SAASS let your commander know *before* you leave to help speed things along. You will need your commander's approval before you apply so this should be discussed before you ever leave home station.

### **ORDERS**

- ❑ Air Reserve Component (ARC) personnel selected for school who decide to bring their families should ensure the following information is included in the Remarks section of your PCS orders to be properly reimbursed for dependent travel upon arriving at Maxwell. Failure to do so will result in delays for reimbursement while awaiting amendments to your orders from your home unit or ARPC.

**Spouse's name and date of marriage (DOM)**

**Children's name(s) and date of birth (DOB)**

- ❑ Ensure that your orders indicate that Dislocation Allowance (DLA) is authorized. Check with your servicing Military Pay Office prior to departing for Maxwell to determine if you will receive the entitlement.
- ❑ Reserve regulations state you may report to a formal school up to 5 working days (7 if a weekend is included) prior to class date. There will be an ACSC Guard and Reserve orientation on Monday, 2 August 2004 (ACSC Conference Room at 0800), so your orders should have you report on 26 July 2004 along with the appropriate travel time to Maxwell

- from your home station. You will need to take leave if you decide to report earlier than this.
- ❑ For Reserve members, your orders "Release Date" (Block 15) should include all the leave time you will accumulate during the academic year. You will not have time to take much leave during the school year and will probably want to have the option to use your leave after graduation. For Guard personnel, check with AU/CG on this issue.

### **OPRs**

- ❑ An OPR (or LOE, if applicable) must be completed at home station before departing for ACSC. This OPR or LOE must have a closeout date prior to the start date of ACSC. This will prevent performance dates from overlapping on the Training Report that is completed, at the end of the school year.

### **RECORDS**

- ❑ The only records **Unit Reservists** should hand carry to ACSC are Medical and Dental records
- ❑ For **IMAs**—All your paperwork is handled through ARPC, to include Personnel and Medical Records. (POCs can be reached at the following numbers at ARPC: Individual Programs at DSN 926-6531 and Medical Records at DSN 926-7236.) It is a good idea to bring a *copy* of your medical and dental records with you. If you will be applying for a job after ACSC, it may require a current physical and bringing your old physical can speed things along.
- ❑ **Everyone** should bring:
  - ❑ SGLI Paperwork (or copies of current info)
  - ❑ Copy of Form 93 (Emergency Data Locator)
  - ❑ Copy of latest OPR (see note above)
  - ❑ Copy of fitness testing paperwork
- ❑ **Do not bring:**
- ❑ **Flying records**—Should remain with your flight records branch. Double check your Aviation Service Code, it should be an "L." This waives all flying requirements except the annual flight physical while attending school. Flight Evaluation Folders should also remain at home station. Do not bring flight gear to school.
- ❑ **Ancillary records**—Not required while attending ACSC.

### **FITNESS REQUIREMENTS**

- ❑ Ensure you meet weight and body-fat standards upon leaving your present duty station for ACSC. ARC personnel are required to meet all active duty physical standards while attending school along with current AF fitness requirements. Bring a copy of your fitness test paperwork.

### **IN-PROCESSING**

- ❑ Identifying yourself as Guard or Reserve will speed in processing as many of the stops will not pertain to you. Your first stop will be the Reserve/Guard check-in. Bring all items mentioned in the In-Processing Checklist shown in this booklet, minus the records previously mentioned.
- ❑ **Air Reserve Technicians (ARTs)**—If you are an ART and attending ACSC in civilian status, ***do not*** process through the line in military uniform. This will only confuse the MPF folks. Process through the line in civilian clothes to avoid any confusion.

For Reserve questions, contact Lt Col Marcia Watkins, ACSC, DSN 493-2441, commercial (334) 953-2441, or E-mail [Marcia.watkins@maxwell.af.mil](mailto:Marcia.watkins@maxwell.af.mil).

For Guard questions contact AU/CG at DSN 493-7039, commercial (334) 953-7039.

## Chapter Three

### Your Move

We know this subject is important to you. There are a lot of details to remember and accomplish: housing, utilities, household goods, what to do if something gets damaged, etc. The base housing office forwards their current housing and school information packages directly to you. Remember, you must clear through Housing Referral before making any commitment for off-base housing.

**Household Goods Shipment Information--**Most of you have moved many times during your service career and are more than familiar with the moving process. However, problems do vary from installation to installation. If you take time to read the following paragraphs, it can make your move to the Montgomery area less of a hardship for you and your family. Remember, the Maxwell AFB Traffic Management Office (TMO) is only a phone call away. Keep inbound personnel posted with your delivery instructions (334) 953-4774/4775/2164 or DSN 493-4774/4775/2164.

**Scheduling Delivery of Household Goods--**Call TMO Inbound Personal Property Section, 953-4774/4775/2151, immediately upon your arrival, to obtain current information concerning the status of your personal property shipments and to provide a contact phone number and address. If your shipment has arrived and been placed in temporary storage delivery must be scheduled once you have a delivery address. However, due to the heavy seasonal workload, 5 to 15 workdays may be required to effect delivery from temporary storage. The TMO has developed a program to reduce waiting time for delivery from temporary storage. The TMO will schedule the delivery of your household goods as soon as you provide a delivery address with a **FIRM** occupancy date. Proper coordination with your new landlord, realtor, or base housing office will prevent possible excess costs chargeable to you for attempted delivery. If you are delayed en route or cannot accept delivery as scheduled, you must cancel not later than the day prior to the delivery date. Fill out the attached TMO worksheet and fax to DSN 493-6004 or mail to 42 LRF/LGRT, 50 LeMay Plaza South, Maxwell AFB AL 36112-6334 to make these arrangements.

**Storage in Lieu of Shipment--**The Joint Federal Travel Regulation (JFTR), para U5345.D and U5380.C, allow students attending courses of instruction for more than 20 weeks to store all or a portion of their property at origin in lieu of shipment. You may want to consider this option since you could be occupying housing too small to accommodate all of your property. Once shipped to Montgomery, storage is limited to temporary storage. For further details, check the information provided to you by the housing folks.

**Split Shipment?--**If your shipment is “split” at origin—that is, if your shipment cannot be loaded on a single over-the-road van and “overflows” to a second van---it is very important that you notify TMO to that effect. This information has definite bearing on their decision to reweigh or not to reweigh your shipment when it arrives.



**Attempting a Door-to-Door Delivery**--If you are planning to coordinate with agents or van drivers at origin for a door-to-door direct delivery, you must advise the origin TMO of your arrangements so that the government bill of lading can be annotated. The driver can then deliver to your residence without first clearing through Maxwell AFB TMO. The driver can contact TMO after delivery. However, if the driver can't contact you at the time of delivery, the driver will contact Maxwell AFB TMO for instructions. You should contact Maxwell AFB TMO with in-transit information. The attached TMO worksheet should be completed and faxed or mailed to TMO. There is a 2-hour free waiting time to provide delivery instructions to the van driver when your goods arrive. If you are not available to accept delivery within that 2-hour period, your property will be placed in storage.

**Unpacking After Delivery**--If direct delivery is accomplished, and the driver indicates that unpacking and removing packing materials is made by his local agent at a later date, it is important that you confirm this with the carrier's agent before signing for your property and releasing the driver. Otherwise, you could be responsible for all unpacking, reassembling articles, and removing packing debris. Remember, some drivers try to leave you with the hassle of unpacking even though it is their responsibility.

**Partial Delivery From Storage**--JFTR, para U5375.E, authorizes withdrawal and movement of **one** partial lot from temporary storage. On van shipment, these articles should be identified on the inventory so they can be separated prior to loading and off-loading into the warehouse. During counseling, coordinate with the originating TMO to authorize a partial delivery on the government bill of lading. The cost of removing goods is based on an hourly rate. If you contemplate a partial withdrawal before accepting the entire lot; it is essential that you identify such articles before packing begins. On crated shipments, these articles should be identified on the inventory by container number for easy removal at destination. If possible, all articles identified for partial delivery should be packed in the same container (i.e., container number one).

**If You Need Help**--Should you encounter a problem during delivery of your household goods, call the TMO Quality Control Section. During duty hours, the number is (334) 953-2152; after duty hours, call the Command Post at (334) 953-2862. For more information, refer to the enclosed miscellaneous information. It is extremely important that you read and understand this information. It can save you time, money, and inconvenience.

## TMO WORKSHEET

**TO: 42 Logistics Readiness Flight (LGRT)  
50 LeMay Plaza South  
Maxwell AFB AL 36112-6334**

1. The Inbound Personal Property Section needs the following information.

- a. NAME: \_\_\_\_\_ Rank: \_\_\_\_\_ SSN: \_\_\_\_\_
- b. The type of shipments being shipped to Maxwell AFB.  
Baggage: \_\_\_\_\_ Household Goods: \_\_\_\_\_ Household Goods from Storage: \_\_\_\_\_
- c. Current Duty Station: \_\_\_\_\_ Phone #: \_\_\_\_\_
- d. Estimated arrival date at Maxwell AFB: \_\_\_\_\_
- e. Delivery Address and zip code: \_\_\_\_\_
- f. Requested Delivery date: \_\_\_\_\_

2. **Provide a Point of Contact (POC) in case we need to contact you while in transit to Maxwell (parent, relative, etc.).** POC's Name and telephone number \_\_\_\_\_

3. Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

-----cut here-----

**1. Contact the Traffic Management Office (TMO) Inbound Personal Property Section, Bldg 804 at DSN 493-4774/4775 or (334) 953-4774/4775 immediately upon your arrival to provide; contact address, telephone number, confirmed delivery date and to obtain the status of your shipments.**

2. If you and the driver agree on a direct delivery date, be aware that *the driver cannot guarantee* you that the shipment won't arrive earlier or later for reasons beyond his/her control. Make sure you exchange telephone numbers with the driver so you can communicate with each other. Please pay close attention to your outbound household counselors on the procedures the carrier is obligated to follow.

3. Your property will be placed in storage if TMO personnel cannot contact you ***within 2 hours*** from time of shipment arrival. By providing a delivery date and address prior to your arrival we can reduce your waiting time for delivery. At the same time your shipment is placed in storage, (if known) we will schedule the delivery for the requested date or first available date after the requested date. You may want to consider making a partial DITY move, to move enough items to supplement you and your family in the event you experience a long wait for delivery of household goods.

4. As soon as you make arrangements to ship your property, **complete this work sheet, attach a copy of PCS Order and using the attached envelope mail to 42d Logistics Readiness Flight, or FAX to DSN 493-6004/ (334) 953-6004** or visit our web site to obtain TMO or Inbound E-mail address at <http://www.au.af.mil/42abw/42lrf/>

**Household Goods and Unaccompanied Baggage--**As soon as arrangements to ship your household goods and/or unaccompanied baggage are made, complete the form letter contained in this package and return it in the envelope marked: 42 LRF/LGRT. The telephone numbers for TMO Inbound are: DSN 493-4774/4775 or (334) 953-4774/4775. See page 24 for more information regarding shipment of your personal property.

## Chapter Four

### Off-Duty Education

Roughly 80 percent of students who come to ACSC have a master's degree or higher. The ACSC academic year is very demanding with a heavy research and reading load. Very few officers will be able to handle both ACSC and an outside graduate program. The following, therefore, is for information only (and may be more useful to spouses). We have outlined available off-duty educational opportunities at Auburn University at Montgomery (AUM) and Troy State University in Montgomery (TSUM).

#### Graduate Degree Programs

Universities that provide a cooperative graduate program to ACSC students and faculty.

- Master of Public Administration (AUM)—A NASPAA accredited program.
- Master of International Relations (AUM).
- Master of Science in Adult Education (TSUM).
- Master of Science in Counseling and Human Development (TSUM).
- Master of Art in Teaching (TSUM).
- Master of Science in Human Resource Management (TSUM).
- Master of Science in Management (TSUM).
- Master of Business Administration (TSUM).
- Master of Science in Public Administration (TSUM).
- Master of Science in Elementary Education (TSUM).
- Master of Science in Computer and Information Science (TSUM).
- Education Specialist Degree—Education (TSUM).
- Education Specialist Degree—Counseling and Human Development (TSUM).

For specific information on these and other educational programs, contact Education Services (20 North Pine St), DSN 493-7401 or commercial (334) 953-7401.

**Requirements**—Generally 30 to 40 semester hours of graduate work and successful completion of comprehensive examinations are required for a master's degree. Credits are acquired by completing approximately 36 semester hours of course work with an average of "B" or better and completing the ACSC curriculum for which credit is awarded after completion of ACSC. No credit is awarded for ACSC in some TSUM programs. Please contact TSUM if you have further questions.

**Time Limit**—Students who plan to enroll in the cooperative program are not expected to report to ACSC ahead of the regular reporting date. Those ACSC graduates who have completed at least one-half of the required course work, but who have not been able to complete all requirements for the

degree, are allowed to complete the program at Maxwell AFB or on campus anytime within 4-7 years after graduation from ACSC. Upon resuming work on the program, students pay the prevailing tuition rates. The entire program must be completed within the time specified by the institution.

## **General Information**

**Accreditation**—AUM and TSUM are both accredited by the Southern Association of Colleges and Schools.

**GI Bill**—AUM and TSUM programs are approved for VA payments. The Atlanta Regional Office of the VA reimburses tuition costs for active duty military personnel eligible for the GI Bill. Students are responsible for the cost of books and materials.

**Tuition Assistance**—For eligible students, the AF pays 100 percent of tuition costs, contingent upon availability of funds, under the “tuition assistance” program. However, students on special tours, such as AF Reserve or Air National Guard, are not eligible for tuition assistance. Tuition assistance must be applied for prior to the start of each term. Standard limitations apply. Tuition fees are (approximately) \$100-\$120 per semester.

**Official Transcripts**—If you have attended any other college or university, an official transcript is required by AUM and TSUM (the school tells you how many copies and where to send them, etc.) Personal copies of transcripts may be used for screening purposes before the arrival of official transcripts. **Remember, for a transcript to be official, it must be sent directly from your former college or university to AUM or TSUM. Do not request the transcript be sent to you, AU, or the Education Office.** Colleges and universities usually charge at least \$5 for each transcript.

**Facilities**—AUM and TSUM hold classes at Maxwell. AUM, TSUM, and Alabama State University (ASU) also hold classes on their home campuses located in Montgomery.

**Schedules**—Class hours generally run on Monday and Wednesday or Tuesday and Thursday from 1730-2230. You observe normal university holidays and recesses.

**Undergraduate Programs**—TSUM has a variety of undergraduate degree programs on base. Other undergraduate programs are available at the main campuses of AUM and ASU, as well as at other local institutions.

**Entrance Exams**—You may be required to take the Graduate Management Admissions Tests (GMAT), the Graduate Record Exam (GRE), or the Miller Analogies Test (MAT). We suggest getting it out of the way before leaving your current duty station, if possible. Each institution can provide you the specifics.

### Key Education Telephone Numbers

<b>SCHOOLS</b>	<b>Commercial Phone Number</b>	<b>DSN Phone Number</b>
Education Services Maxwell AFB AL 36112-6110	(334) 953-7401	493-7401/6266
Auburn Univ at Montgomery Dir of Graduate Programs Maxwell AFB AL 36112-6110	(334) 264-2257	N/A
Troy State Univ Montgomery Dean of the Graduate School P O Drawer 4419 Montgomery AL 36103-4419	(334) 241-9507	N/A
Alabama State University Office of Admissions and Recruitment 915 South Jackson Street Montgomery AL 36101	1-800-253-5037 (334) 229-4275	N/A
Sylvan Learning Center 2640 Zelda Road Montgomery AL 36107 (GRE and GMAT Testing)	(334) 262-0043	N/A
VA Regional Office 345 Perry Hill Road Montgomery AL 36109	(334) 279-4866	N/A